SOUTHWESTERN
AN OREGON COMMUNITY COLLEGE

Student Handbook

SOUTHWESTERN OREGON COMMUNITY COLLEGE (SWOCC)
www.socc.edu

Mission
Southwestern Oregon Community College fulfills the educational and cultural needs of our diverse communities by providing equitable access to exceptional teaching and learning in a collaborative, engaging, sustainable environment, which supports innovation, lifelong enrichment, and contribution to global society.

Vision
Southwestern leads and inspires lifelong learning.

Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.

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Chapter 1 - Student Right to Know

In accordance with 34 CFR Part 668, you have the right to know certain information about Southwestern Oregon Community College, including a variety of academic information, financial assistance information, institutional information, information on completion or graduation rates, institutional security policies and crime statistics, and athletic program participation rates and financial support data.

Chapter 2 – Student Rights and Responsibilities

Students at Southwestern Oregon Community College (SWOCC) have the right to various freedoms and protections, such as the right to freedom of association, inquiry, expression, and learning in an educational environment that is free from harassment and discrimination of all types. Students in good standing at SWOCC have the right to participate in institutional governance, co-curricular activities, student clubs, and other student life activities. Students are afforded the right to due process, to file a grievance, or to make a complaint. A student's admission to the College obligates them to be personally responsible for their conduct and to comply with the policies and regulations of the College.

Freedom of Access to Higher Education

Within the limits of its facilities, Southwestern Oregon Community College shall be open to all applicants who are qualified according to current admission requirements. This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and other applicable laws and regulations, does not discriminate on the basis of race, color, religion, age, gender, gender identity, sexual orientation, national origin, mental or physical disabilities in any of its policies, practices, or procedures. This includes, but is not limited to: admissions, employment, financial aid and educational services, programs and activities.

Freedom of Association

Students shall be free to organize and join associations to promote their common interests subject to the following considerations:

- Students have the right to form student clubs and organizations under the provisions of the Associated Student Government (ASG) constitution and bylaws, and the right to carry out fund-raising activities for these clubs. All fund-raising activities for ASG and student clubs must be approved by the Student Recruitment & Engagement Coordinator or designee.
- Students and recognized student clubs and organizations have the right to have access to SWOCC facilities, subject to ordinary schedules, policies and regulations governing the use of each facility. Recognized student clubs and organizations have access to facilities at no cost unless additional services (custodial, safety, table and chair set-up, etc.) are required. SWOCC procedures for reserving spaces in SWOCC's buildings for meetings, speakers, or demonstrations must be followed.
- Campus life organizations, including those affiliated with an extramural organization

shall be open to all students without respect to race, color, sex, sexual orientation, marital and/or parental status, religion, national origin, age, mental/physical/learning disability, Vietnam era or disabled veteran status, or any other status protected under applicable federal, state, or local law.

- Any chartered student club or officially recognized student organization acting through the Associated Student Government (ASG) of SWOCC may invite any person of their own choosing to the campus, provided the invitation and arrangements are in compliance with established policies of the College.
- Student organizations shall be required to submit a statement of purpose, criteria for membership, rules of procedures, a current list of officers and a certified number of active members as a condition of institutional recognition.
- Club Advisors must be approved faculty or staff currently employed full-time by SWOCC. Employees serve the college community when they accept the responsibility to advise and consult with student organizations and provide guidance to the group on college procedure and policy.

Freedom from Harassment and Discrimination, Right to File a Complaint or Grievance (Refer to AP 3434 and AP 3435 for the full policy)

- SWOCC does not tolerate unlawful discrimination based on race, color, religion, use of native language, national origin, sex, marital status, height/weight ratio, disability, veteran status, age, or sexual orientation in any area, activity, or operation of the college. SWOCC complies with applicable federal, state, and local civil rights laws and regulations prohibiting discrimination. Equal opportunity for employment, admission, and participation in SWOCC's benefits and services shall be extended to all persons, and SWOCC shall promote equal opportunity and treatment through application of this policy and other efforts of SWOCC designed for that purpose.
    - Any person who believes they have been discriminated against or harassed by a SWOCC employee, representative, or student is encouraged to file a complaint through the Office of Human Resources, Pendleton Campus, Morrow Hall, or through the online incident reporting link.
    - Any person who believes that they have been discriminated against on the basis of disability under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act ("ADA"), including believing that they have not been provided with a reasonable accommodation or modification to which they are entitled, may discuss these concerns with a disability services staff member in the Success Center or submit a complaint through the online incident reporting link.
- The College recognizes that disputes may sometimes arise and requires the parties involved to resolve the conflict informally whenever possible. A formal complaint process is provided in matters that can't be resolved informally in order to ensure impartial and equitable resolution for those conflicts.
    - Any student that feels they have been treated unfairly may submit a report through the online complaint reporting link.

- Students will have the ability to present their concerns and have the right to be heard fairly and promptly.
- The informal/formal complaint process may not be invoked for matters that have independent appeal processes established. Examples of these include, but are not limited to academic standing appeals, student conduct decisions, FERPA regulations, financial aid awarding and decisions, grades, Title IX regulations, discrimination and harassment policies/procedures, and safety related activity.
- Matters which are not resolvable through the formal complaint process include Federal and State laws, employment and personnel decisions, policies of the SWOCC Board of Education, rules and procedures adopted by the Oregon Higher Education Coordinating Council (HECC).

Freedom of Inquiry and Expression

Students, faculty, and staff are obligated to respect freedom of inquiry and expression and to take appropriate action when prevention or disruption of this right occurs.

- Students have the right to take reasoned exceptions to the data or views offered in any course of study and to reserve judgment about matters of opinion. However, they are responsible for learning the content of any course of study in which they are enrolled.
- Students have the right to conduct orderly demonstrations in approved free expression space unless the participants of those demonstrations threaten to endanger the safety of any member(s) of the College community, pose a threat to physical facilities, or substantially obstruct or disrupt regular and essential operations.
    - The college recommends that those intending to conduct an outdoor demonstration consult with the Vice President of Instruction and Student Services or designee to identify allowable space that accommodates the reasonable needs of both the College and those engaged in acts of speech or protest.
    - Individuals and groups holding an indoor demonstration must comply with campus policies and procedures for requesting space. Advance notice and approval are required for indoor demonstrations to allow the College to make appropriate and reasonable logistical arrangements for the demonstration.
- Students have the right to distribute free publications not in violation of federal or state laws, and/or College policies and procedures, such as books, magazines, newspapers, handbills, leaflets, and similar materials. Distribution of these materials in classrooms, hallways, libraries, offices, or other College facilities used primarily for educational and instructional purposes must not interfere with the work or study of persons in those facilities.
    - Any person desiring to post or distribute publications must comply with campus policies and procedures. All handbills, leaflets, newspapers, posters, and similar materials must bear the name and address of the organization and/or individual distributing the materials.
    - Information on submitting items for posting may be obtained through the Marketing and Communications Office.

Right to Participate in Institutional Governance

Students have the right to be appointed representatives on selected College councils and committees and to participate in institutional governance. Appointments to participate are by invitation of the acting committee Chair through the ASG, Student Life Office. Students must be in good standing with the college to serve on a council or committee.

Right of Access to and Protection from Improper Disclosure of Student Records

The college strictly adheres to and with all applicable state and federal laws, rules, and regulations that apply to student records. All information contained in college records that is personally identifiable to any student will be kept confidential and not released except upon prior written consent or as allowed by the Family Educational Rights and Privacy Act (FERPA).

- Student information may be shared among college faculty and staff when it has been determined that there is a legitimate educational interest in the information.
- The confidentiality of student record information obtained by counseling and advising services will be strictly maintained, except when the College is legally permitted or required to disclose student record information.
- Students have the right to access their educational record as reflected in the Family Educational Rights and Rights Privacy Act.

Right of Access to College Facilities

Students have the right to access college facilities and are subject to published business hours, schedules, and regulations governing the use of each facility. When using these facilities, the student has the responsibility to respect these regulations and to comply with the spirit and intent of the rules governing facility use.

Designated college staff have the authority to prohibit entry or ask the student to leave the premises if the student's behavior is disruptive, threatening the health and welfare of the College community, or interferes with the ingress and/or egress of persons.

Right of Sale and Distribution of Material, Right to Conduct Fund-raising Activities

- The use of college grounds or facilities for the purpose of commercial or private gain is prohibited except where such activity contributes to the operation of the instructional program or where limited sale is specifically authorized by the college for the benefit of an approved student activity.
- Students have the right to engage in legal incidental sales of personal private property in private transactions, provided College facilities are not expressly used for this purpose.
- All fund-raising activities by clubs and organizations must be approved in accordance with ASG policies.
- All merchandise, periodicals, magazines, and books offered for commercial sale may be sold only through the College bookstore when approved by the Vice President of Administration.

Right to Protection from Improper Academic Evaluation

Student academic performance will be evaluated on an academic basis (which may include attendance), and the ability to apply skills, and not on a student's opinions or conduct in matters unrelated to academic standards.

- The course syllabus will contain and articulate the evaluation standards and grading criteria by which student performance is measured for that particular course.
- Students are responsible for meeting the standards of academic performance established for each course in which the student is enrolled.
- A student may dispute their academic evaluation under the Colleges Grade Appeal Procedure if the student believes that the evaluation standards and grading criteria contained in the course syllabus were not followed by the instructor or were imposed in an arbitrary or capricious manner.

Student Responsibilities

- Students are also responsible for acknowledging the right to freedom of expression in others and honoring the diversity of perspectives within the College community.
- Students are expected to behave individually and collectively, in a manner that allows all members of the College community the opportunity to exercise their freedoms in pursuit of learning.
- It is the student's responsibility to learn and meet the behavioral expectations of the College as outlined in the Standards of Student Conduct full statement in the Laker Code of Conduct. A student's application for admission serves as acceptance of these expectations.
- Students will be held accountable to the College's behavioral expectations through a fair, clear, educationally focused, and restorative justice student-conduct process.

Note: Southwestern Oregon Community College reserves the right to make changes to the rights, regulations, procedures, and information contained in the Statement of Student Rights and Responsibilities as education, financial, and legal considerations or mandates require. Academic policies in the College's catalog supersede all college policies listed in this document if in conflict.

Chapter 3 – Laker Code of Conduct

1. Students have the responsibility to obey and follow the Laker Code, Administrative Policies and Procedures, Board policies, the ASG bylaws, federal and state statutes, and city ordinances. The ASG Constitution, Bylaws, and Clubs Manual shall provide means for student involvement.
2. Students are responsible for fulfilling the requirements of their courses
3. Students are responsible for the effects of their decisions and behavior that becomes destructive to the educational goals and processes of Southwestern Oregon Community College.
4. **Virtual Reality:** Southwestern Oregon Community College students and members of a virtual learning community have the responsibility to conduct oneself in accordance with the standards of the College that are designed to advance student learning. Student rights, responsibilities, and college procedures apply to the virtual setting just as they would any other classroom or college setting. Members of the virtual reality community must appropriately identify themselves and avatars just like one would in an in-person or online learning community.

Standards of Student Conduct (Refer to AP 5500 for policy)

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student, except for conduct that constitutes sexual harassment under Title IX, which shall be addressed under BP 3433 Prohibition of Sexual Harassment under Title IX, AP 3433 Prohibition of Sexual Harassment under Title IX, and AP 3434 Responding to Sexual Harassment under Title IX:

1. Causing, attempting to cause, or threatening to cause physical injury to another person.

2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a College employee, which is concurred in by the Director of Campus Safety and Emergency Management as defined in AP 3530.

3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia. See AP 3560 for further details.

4. Causing or attempting to cause damage to College property or to private property on campus.

5. Stealing or attempting to steal College property or private property on campus, or knowingly receiving stolen College property or private property on campus. Committing or attempting to commit robbery or extortion.

6. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the College. See APP 7155 for further details.

7. Sexual assault or sexual exploitation regardless of the victim's affiliation with the College. See AP 3516 for further details.

8. Committing sexual harassment as defined by law or by College policies and procedures.

9. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law. See APP 7165 for further details.

10. Engaging in intimidating conduct, hazing or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying. Hazing or attempted hazing of a former, current, or prospective student of the College. See AP 5505 Hazing for more information.

11. Willful misconduct that results in injury or death to a student or to College personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the College or on campus.

12. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.

13. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined by The Student Handbook.

14. Dishonesty; forgery; alteration or misuse of College documents, records or identification; or knowingly furnishing false information to the College.

15. Unauthorized entry upon or use of College facilities.

16. Lewd, indecent or obscene conduct or expression on College-owned or controlled property, or at College sponsored or supervised functions.

17. Engaging in expression which is obscene, libelous, or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on College premises, or the violation of lawful College regulations, or the substantial disruption of the orderly operation of the College.

18. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

19. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any College policy or administrative procedure.

20. Animal Abuse: Intentionally, knowingly, or recklessly causing physical injury to an animal in violation of ORS 167.

Additional Sanctioning Bodies:

1. Athletic Department: See current Athletic Handbook
2. Residence Life/Housing: See current Housing Page
3. Nursing Standards: See current Nursing Handbook
4. OCCI: See current OCCI Handbook
5. Student Government (ASG): See current ASG Bylaws

Sexual Offender Registration (*Refer to AP 3516 for the full policy)*

All sex offenders are required to register in the state of Oregon and to notify each institution of higher education in Oregon at which the person is employed, carries out a vocation, or is a student. All sex offenders residing in the state of Oregon are required to deliver written notice of their status as a sex offender to Southwestern's Administrative Services Office no later than three (3) business days prior to their enrollment in, employment with, or volunteering at Southwestern.

Alcohol and Drug-Free (*Refer to AP 3550 and AP 3560 for the full policy*)

It is the Administrative Procedure (AP) of the Southwestern Oregon Community College District that the College is committed to the prevention of the misuse and abuse of alcohol and drugs by both students and employees. Drug and alcohol abuse is a significant public health problem which has spread throughout our society, affecting performance and productivity, as well as our level of general health. In addition, the use of alcohol and drugs can adversely affect an organization's level of safety as well as its public confidence and trust.

Southwestern Oregon Community College defines the following behaviors as violations of the standards of student conduct: The possession of alcoholic beverages or controlled substances on the College campus or any other facility that is rented, leased, owned or occupied by the College at any time when classes or student activities are scheduled, except as specifically approved by the College President or designee.

Sanctions which may be imposed on students for violations of the code include: disciplinary probation, temporary exclusion (removal from classes, privileges, or activities for a specified

period), expulsion (termination of student status).

Tobacco Use Environment (*Refer to APP 7155 for the full policy*)
Southwestern Oregon Community College is committed to providing a safe and healthy environment for its employees, students, and visitors. Consequently, except in designated smoking areas, the use or carrying of any lighted smoking instrument in College buildings or on College premises, at events on College premises, or in College-owned, rented, or leased vehicles is prohibited. The distribution and/or sale of tobacco including any smoking device, is prohibited. For the purpose of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, e-cigarette, vaporizer pens, and any other smoking product; and smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form.

Coos Bay campus designated smoking areas
1- West side of parking lot 1.
2- South side of parking lot 2
3- Southeast side of parking lot 3.
4- Student Housing parking lot (outside Trinidad Head)
5- Student Housing parking lot (outside Cape Arago)
The Curry Campus is a tobacco-free campus.

Student Discipline (Refer to AP 5520 for full policy)
The Director of Conduct and Community Standards, or designee will be responsible for maintaining and disseminating a disciplinary procedure for imposing sanctions while ensuring a student's right to due process. The severity of the sanction(s) should reflect the severity of the violation and may be imposed singly or in any combination. Sanctions for violation(s) of the Laker Code (or any other violations of *Board Policies, Administrative Procedues,* or *College administrative rules and regulations*) may include, but are not limited to, the following:

1. **Written Reprimand:** Written warning that a student's conduct does not meet College standards and that continuation of such misconduct may result in further disciplinary action.
2. **Disciplinary Probation:** Imposition of a probationary status, for which further violations may result in additional disciplinary action, including suspension. Disciplinary probation may be imposed for any length of time up to one calendar year. The terms of the probation and conditions for ending it will be specified in a letter to the student. Disciplinary probation may include referral for intervention, screening, and treatment in cases where use of alcohol or other controlled substances have impaired safety and judgment.
3. **Personal Mental Health Referral:** A sanction which may be invoked in circumstances where the student's behavior poses a potential threat to the campus community.
4. **Bar Against Re-Enrollment:** May be imposed on a student who has a disciplinary case pending or who fails to pay a debt to the College.
5. **Restitution**: Reimbursement for costs of damage to a person or property or for a misappropriation of property. Restitution may take the form of appropriate services to

repair or otherwise compensate for damages. Restitution may be imposed in combination with any other penalty.

6. **Suspension from Rights and Privileges:** Imposes specific limitations on, or restrictions to, the status of a student's enrollment at the College.
7. **Suspension of Eligibility for Co-curricular Activities:** Prohibited from joining a recognized student organization and participating in activities or attending its meetings and/or from participating in official athletic or other co-curricular activities for any length of time up to one calendar year.
8. **Faculty may assign a failing grade:** for paper, test or course as a disciplinary action where appropriate.
9. **Exclusion**: An instructor or supervisory staff member may exclude a student from class, the College service area, or a College sponsored event when the student is disrupting the educational or administrative processes of the College, or poses a danger to other staff or students. If a student is excluded, the instructor or supervisor must notify a Dean or Vice President and complete the appropriate paperwork through *Incident Reporting-Maxient*.
10. **Readmission after Suspension/exclusion** Once excluded from entering the College service area, a College sponsored event, or College campuses, a person must receive permission from a Vice President, Dean, or designee to have their exclusion removed. *AP 3021*

NOTE: The parents or guardian of any dependent student under age 18 years of age who is placed on disciplinary probation, suspended, or expelled shall be notified.

Chapter 4 – Confidentiality

Confidentiality laws prohibit Southwestern Oregon Community College faculty and staff from discussing students' information with anyone, including parents and family members, without written consent. The first day of classes of the first term a student is enrolled at Southwestern Oregon Community College is when a student becomes protected under FERPA. The student will stay protected under FERPA even after the student no longer attends the college. A student is no longer protected under FERPA upon the student's death. Students will be notified annually of their FERPA rights and their rights under Oregon Administrative Rules 589-004-0150 through 589-004-0750.

What is FERPA?

Students' privacy is protected under the federal Family Educational Rights and Privacy Act, 20 U.P.S.C. Section 1232g; 34 CFR Part 99 (2000) and related state laws. SWOCC has developed procedures in accordance with the law. I Legal References: ORS 166.065, 341.290 (2) (3) (17), 659.850, 659.865, OAR 166-450-0000 to 0125, 589-010-0100, 589-002-0200 (1) (e), 591-004-0100 to 0750, 591-004-0500.

FERPA Definitions

The college - Southwestern Oregon Community College

Disclosure - To permit access to or the release, transfer, or other communication of education records, or the personally identifiable information containing those records to any party, by any means.

Education Records - any record maintained by Southwestern Oregon Community College or an agent of The College which is directly related to a student, except the following.

1. Records of instructional, supervisory and administrative personnel and educational personnel that are kept in the sole possession of the maker of the record, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
2. Records of the law enforcement unit of the college.
3. Records relating to an individual who is employed by the college, that are made and maintained in the normal course of business, that relate exclusively to the individual in that individual's capacity as an employee and that are not available for use for any other purpose. Records relating to an individual in attendance at the college who is employed as a result of his or her status as a student are education records and are not excepted under this subsection.
4. Faculty records, relating to personal matters of faculty members such as conduct, personal and academic evaluations, and disciplinary actions.
5. Records on a student that are:
    1. Made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity;
    2. Made, maintained, or used only in connection with treatment of the student; and
    3. Disclosed only to individuals providing the treatment. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at the college.
6. Records that only contain information relating to activities in which an individual engaged after he or she was no longer a student at the college.
7. Medical or nursing records which are made or maintained separately and solely by a licensed health care professional and which are not used for education purposes or planning.
8. "Personally identifiable information" includes, but is not limited to:
    1. Student's name;
    2. The name of the student's parents, children, spouse or other family members;
    3. Address of the student or the student's family;
    4. Telephone number of the student or the student's family;
    5. A personal identifier, such as the student's social security number or student number; and
    6. A list of personal characteristics that would make the student's identity easily traceable, or other information that would make the student's identity easily traceable.

Oregon Community College Unified Reporting System (OCCURS) describes an informal consortium of community colleges, the Office of Community College Services and the Oregon Community College Association, acting together to provide standard data and reporting formats necessary to improve community college programs, evaluate program effectiveness, and report to various governing bodies and agencies. OCCURS staff and committees acting in support of OCCURS are agents of the consortium members for the purposes of this policy and State law.

Student - any person who attends or has attended Southwestern Oregon Community College.

FERPA Directory Information

Generally, the college may disclose directory information without the student's prior written consent. The college designates the following items as directory information:

1. Student's full name;
2. Credit hour status (enrollment status, e.g. full-time, part-time, not enrolled);
3. Dates and terms of enrollment;
4. Certificate or degree earned and dates earned (including GED certificate);
5. Certificate or degree candidacy and anticipated date (including GED certificate);
6. Athletic statistics and honors;
7. Academic honors.

Rights of Students of Inspection, Review and Amendment of Education Records, and Location

Procedure to Inspect and Review Education Records.

1. Except as limited under #7 below, students may inspect and review their education records.
2. Access shall be given in 45 days or less from the receipt of the request.
3. The appropriate college staff person shall respond to reasonable requests for explanations and interpretation of student records.
4. Upon request, the college shall give the student a copy of the student's education records upon payment of any necessary fees, except that no copy of test protocols, test questions and answers, and other documents described in Oregon Revised Statutes 192.501(4) will be provided unless required by federal law.
5. The college shall not destroy any education record if there is an outstanding request to inspect and review the records under this subsection.
6. The student may, at his or her expense, have those records defined above, reviewed by a physician or other appropriate professional of the student's choice upon the written consent of the student.
7. If the education records of a student contain information on more than one student, the student may inspect, review or be informed only of the specific information about the student.

College's Right to Refuse Access

The college does not have to permit a student to inspect and review the following records:

1. The financial records of the student's parents;
2. Confidential letters and statements of recommendation if the student has waived his or her rights to inspect the letters and statements under the procedure found in 34CFR99.12(b)(2);
3. Records connected with an application to attend the college or component unit of the college if that application was denied; and
4. Those records which are excluded from the FERPA definition of education records.

Fees for Copies

1. The college will furnish copies without charge for customary and ordinary requests. The college reserves the right to charge fees reasonably related to the college's actual costs when requests require extensive staff time to locate or process records.
2. Unless the imposition of a fee effectively prevents a student from exercising the right to inspect and review the student's education records, the college will charge a fee as set forth above.

Types, Locations and Custodians of Education Records

The following is a list of the types of records that the college maintains, their locations, and their custodians.

1988 Newmark Ave.,
Coos Bay, OR 97420

- Admissions Records- Dellwood Hall, Executive Director of Enrollment Service
- Cumulative Academic Records (Current students and up to two years after graduation or withdrawal, and former students) - Dellwood Hall, Registrar
- Financial Aid Records - Dellwood Hall, Director of Financial Aid
- Placement Records - Stensland Hall, Student Success Center
- Disciplinary Records - Dellwood Hall, Vice President Administration

Chapter 5 – Audio Recording

(Refer to AP 4410 for the full policy)

Recording of classes at Southwestern Oregon Community College (SWOCC) is generally prohibited without the express written permission of the instructor. No instructor is obligated to permit classroom recordings unless required to do so under applicable disability accommodation laws. In specific circumstances, and in accordance with federal and state disability law, students approved for accommodations through Accessible Education Services may be granted permission to record class lectures as an academic accommodation. The purpose of this accommodation is to provide equitable access to course content for students whose disabilities impact their ability to take, or process notes in real time. When approved, audio recording of lectures is intended solely to support the student's learning and

participation in the course. As with all accommodations, the use of audio recording is approved on a case-by-case basis through an interactive process and in consideration of the student's documented disability-related needs.

Approved Methods of Recording

Students may utilize a variety of tools to make audio recordings. These may include dedicated recording devices, smartpens (such as Live scribe), or software applications on a laptop, tablet, or smartphone (such as Otter.ai, Sonocent, or Audionote).

Conditions of Use

Students who are granted permission to record lectures as an accommodation are required to adhere to the following conditions:

1. **Personal Academic Use Only**
   Recordings are to be used solely by the student for study and course-related academic purposes. Sharing, publishing, or distributing the recordings in any format, whether digital, transcribed, or by other methods, is strictly prohibited.
2. **Compliance with Academic Integrity and Copyright**
   The student acknowledges that class recordings constitute academic content governed by SWOCC's academic integrity policies and applicable federal copyright laws.
3. **Retention and Disposal**
   Students agree to delete or destroy recordings when they are no longer needed for academic purposes in the specific course for which the accommodation was approved.
4. **Faculty Notification and Privacy**
   Faculty will be notified of the accommodation through the official accommodation process. Students are not required to disclose their diagnosis or disability. Faculty concerns about classroom dynamics or sensitive course material should be addressed in consultation with Accessible Education Services.
5. **Non-Classroom Educational Environments**
   Audio recording outside the traditional classroom setting, such as fieldwork, internships, clinical rotations, labs, or other experiential learning environments, may require additional coordination between the student, faculty, program leadership, and Accessible Education Services to determine if and how recording can be appropriately implemented.

The use of this accommodation constitutes agreement to these terms. Misuse of class recordings or failure to comply with these conditions may result in disciplinary action and/or revocation of the accommodation. Register with the Office of Accessible Education Office please complete the following link: https://cm.maxient.com/reportingform.php?SouthwesternOregonCC&layout_id=2 For questions regarding the procedure contact the Office of Accessible Education, ADA/Section 504 Compliance Officer at (541) 888-1578 or email at accessibility@socc.edu.

Chapter 6 – Animals on Campus

(Refer to AP 3440 for the full policy)

Southwestern Oregon Community College (SWOCC) is committed to providing an accessible and inclusive environment for individuals with disabilities who use Service Animals or are approved to have Support Animals on campus. To balance this commitment with the health, safety, and operational needs of the College, animal handlers are fully responsible for the supervision, care, and control of their animals at all times. Animals must be well-behaved, properly contained, and their waste must be cleaned up immediately. If an animal becomes disruptive, aggressive, or poses a safety risk, College Administration may require its removal.

Service Animals must be an adult dog that has completed training to perform specific tasks for their hander that identify with disabilities. Service Animals are allowed in most campus areas, including student housing, without prior approval but must be registered with the Office of Accessible Education (OAE). In limited cases, miniature horses may be considered.

Support Animals (also known as emotional support or companion animals) are only allowed in designated student housing units after approval through the OAE accommodation process, which requires documentation from a licensed healthcare provider. Support Animals are not permitted in academic buildings or common residential areas and must be leashed or contained when outdoors.

Animals in Student Housing: Students living in housing with an approved animal must adhere to strict care, cleanliness, and behavioral standards. Animals must not be left unattended for extended periods and must not interfere with the community's quiet enjoyment or safety. Owners are financially responsible for any damage or extra cleaning required due to the animal. SWOCC may conduct periodic health or pest inspections and reserves the right to place reasonable restrictions to protect the well-being of all students, including those with allergies or phobias.

Violations of this policy may result in the removal of the animal or termination of housing privileges. Concerns, complaints, or requests related to Service or Support Animals should be directed to the Office of Accessible Education. Students who believe they have experienced disability-based discrimination or denial of accommodations may file a grievance through the College's ADA/504 process.

Chapter 7 – RAVE / SWOCC Safe Alert System

The RAVE /SWOCC Safe Alert System is a system for notifying students and college employees of an emergency on campus in the quickest way possible. When you register to receive RAVE Alerts, you will be notified via email, text or push notification. SWOCC Safe does not replace RAVE.

RAVE alerts will be sent out when:

- There is an unexpected campus closure

- Your class is cancelled due to instructor illness or emergency
- A campus emergency occurs
- To relay important campus-wide information

You are strongly encouraged to register for this service.

You can register to receive alerts on the "Home" tab of *myLakerLink* by clicking on the "register" link under "Rave for Emergency Contact".

Download the SWOCC Safe app from *Google Play* or the *Apple App Store*.

Chapter 8 – Computer and Network Use

(*Refer to AP 3720 for the full policy*)

This procedure is designed to state the acceptable use of computer systems, networks, and other Integrated Technology resources at Southwestern Oregon Community College.

Prohibited Use

The following behaviors are prohibited while using College Integrated Technology resources, including computers and networks owned or operated by the College, or to which the College is connected:

1. Modifying system or network facilities, or attempting to crash systems or networks;
2. Using personal software on College computers without written authorization from the Office of Integrated Technology and Services;
3. Using network resources which inhibit or interfere with the use of the network by others.
4. Using, duplicating or transmitting copyrighted material without first obtaining the owner's permission, in any way that may reasonably be expected to constitute an infringement, or that exceeds the scope of a license, or violates other contracts;
5. Tampering with software protections or restrictions placed on computer applications or files;
6. Using College Integrated Technology resources for personal for-profit purposes;
7. Subverting restrictions associated with computer accounts;
8. Using Integrated Technology resources to obtain unauthorized access to records, data, and other forms of information owned, used, possessed by, or pertaining to the College or individuals;
9. Accessing another person's computer account without permission. Users may not supply false or misleading data, or improperly obtain another's password in order to gain access to computers or network systems, data or information. Obtaining access to an account name or password through the negligence or naiveté of another is considered to be a specifically prohibited use;
10. Intentionally introducing computer viruses, worms, trojan horses, or other rogue programs into Integrated Technology resources that belong to, are licensed to, or are leased by the College or others;
11. Physically damaging Integrated Technology resources;
12. Using, or encouraging others to use, Integrated Technology resources in any manner that would violate this or other College policies or any applicable state or federal law;

and

13. Falsely reporting or accusing another of conduct that violates these rules without a good faith basis for such an accusation;
14. Intentional transmission or display of unwanted messages, information, or graphic images which create a hostile school or work environment for the recipient are inappropriate uses of College computer resources;
15. Allowing non-approved users access to information on the College network that do not have a legitimate need and right to know specific information; and
16. Sharing or allowing others to use your logon and password.
17. Connecting networking equipment including, but not limited to servers, routers, hubs and switches, and wireless access points to the campus network without written authorization from the Office of Integrated Technology and Services.

Chapter 9 – Campus Safety

At Southwestern Oregon Community College, the safety and well-being of our students, faculty, staff, and visitors are top priorities. Our dedicated Campus Safety team works around the clock to ensure a secure and welcoming environment. We offer a range of services designed to keep you safe, including 2 Safety Officers on shift during active times, emergency response coordination with local community partners, and a safety app to further enhance your campus experience. Our team fosters a culture of mutual respect and responsibility, encouraging everyone to look out for one another—creating a supportive environment where everyone feels safe and valued.

Time permitting, “courtesy assistance service” may be provided to members of the campus community in the form of vehicle battery charging and student and staff walkouts. To access this service, call the officers on duty at (541) 297-4200.

For crime prevention to be effective, the assistance of all campus members in the reporting of crimes or crimes in progress. If you see something suspicious or requiring a report, call 9-1-1 and then Campus Security at (541) 297-4200 (duty officer’s cell phone) for further instructions.

Campus Safety Crime Statistics

The Department of Campus Security officers are responsible for public safety issues. Local Law enforcement provides additional coverage. For the most current crime statistics refer to SWOCC’s Clery report at *https://www.socc.edu/campus-security*.

Emergencies - Medical

For a medical emergency, contact 9-1-1 immediately. Once 9-1-1 has been called, contact Campus Security at (541) 297-4200. Adults have the right to refuse medical transport. Emergency transportation must be provided by a licensed medical ambulance, a taxi, or a private vehicle driven by a family member or friend. Campus Security and college personnel are not authorized to transport individuals.

Parking

There are locations on campus that are designated as no parking, fire lane, and disabled parking; in these areas, please adhere to the posted signs. Disabled students must display a valid DMV issued disabled parking placard.

Basic Rules for Parking and Safety

- Observe and obey all posted parking control signs.
- Park only in designated parking areas and marked spaces.
- Park only one vehicle per marked space.
- Do not block or obstruct other vehicles, campus roadways, thoroughfares or fire lanes; vehicles may be towed.
- Lock your vehicle doors and remove from sight any/all valuables: laptops, purses, cash, jewelry, backpacks, CDs, and books.
- Be responsible and respect the rights of others.

Vehicles in Student Housing

Residents are allowed to park one vehicle in the Housing parking lot. That vehicle must have a parking permit to be allowed to park overnight in the Housing parking lot. Housing provides one optional parking permit to each resident who has a vehicle registered in their name or in their parent's or guardian's name. The permit expires when the resident no longer lives in Student Housing. Residents may not transfer the permit to another person.

Learn more about Campus Safety at SWOCC by visiting *https://www.socc.edu/ campus-safety/*

Chapter 10 – Student Housing

Student Housing provides a safe academic environment for students living on campus. The apartment-style facility is ideal for personal growth and independence, social development, and academic progression. Student Housing apartments are on campus, so residents can easily walk to classes and to the dining center in Empire Hall. Other conveniences on site include three laundry facilities, 24-hour computer lab/quiet study lounge, and the Jeffrey J. Whitey Safe Harbor. The Harbor includes a kitchen, large-screen TV, and recreational equipment. The apartments are within walking distance of supermarkets and restaurants. One of the most valuable differences between Student Housing and off-campus housing are the nearly dozen Resident Assistants (RAs) who live with the residents. RAs are second-year (or greater) students who are trained to help students adapt to college life, mediate conflicts, enforce policies, and respond to emergencies. For more information, please visit the Student Housing website at https://www.socc.edu/explore-swocc/student-housing/.

Housing Policies Living in a community requires each member of the community to take responsibility for their personal safety, the security of their belongings, and the safety and respect of others. Students residing in student housing and their guest(s) are expected to abide by all policies outlined in the Room and Board Agreement. Students are expected to make their

guest(s) aware of and ensure they follow these policies.

Roommate Agreement

Often roommates assume there is some kind of unwritten code that guides their behavior. It does not exist until the roommates create an actual roommate agreement that is unique to their living situation. Keep in mind that what works for one apartment may not work for another. In addition to spelling out how roommates will live with each other, an agreement provides an opportunity for residents to talk to each other. Finally, if you cannot resolve disagreements with your roommates or nobody wants to create a roommate agreement, please contact a Resident Assistant or Student Housing. Resident Assistants will setup apartment meetings at the beginning of every term to establish apartment agreements.

Chapter 11 – Student Success Center

Stensland Hall 1st floor; (541) 888-7405; https://www.socc.edu/resources/advising-counseling/

The Student Success Center offers a variety of services to support students while attending Southwestern. Services include Academic Advising, Accessible Education Office, Personal Counseling, Testing, Internships, and Career Advising.

- ***Academic Advising***
  (541) 888-7405
  All degree-seeking students are assigned an academic advisor.
- ***Counseling Services***
  (541) 888-7405
  Career planning and exploration, educational advising, individual counseling, Human Development classes.
- ***Accessible Education office***
  (541) 888-7405
  The Accessible Education office provides services to students with documented disabilities (physical or learning) to help them be successful in college.

Chapter 12 – Laker Learning Commons

Tutoring Services

Tioga Hall 3rd floor; (541) 888-7234

The Laker Learning Commons is a place designed to meet all of Southwestern students' academic needs. The space boasts comfortable working stations, computers, quiet study rooms, high-speed internet and WIFI, couches and lounge chairs, and our supportive and helpful staff.

Campus Tutoring Services

If you're struggling with a class—don't give up! Our tutors are here to help you get through the quarter successfully. You can do this! We are here to help you.

Services for Students:

- Tutoring staff are highly qualified in a range of subject areas.

- Drop-in tutoring. No appointment necessary.
- Tutoring services are free of charge!
- Zoom tutoring services are available for distance learning students.

Campus Writing Services

Our goal is to support students in all facets of the writing process and to help students become confident, independent writers. We assist students with the following: How to-understand a writing assignment, develop, focus, and organize ideas, create coherent paragraphs, integrate and document research, and find and fix grammatical errors.

Services for Students:

- One-on-one tutoring. Make an appointment here.
- Drop-in tutoring. No appointment necessary.
- Free Online Writing Assistance Form
- Writing services are free of charge!

Chapter 13 – Student Support Services

TRIO SSS

Randolph Hall, Room 6; 541-888-7419, www.socc.edu/trio

Student Support Services (SSS) is one of the federally funded TRIO programs for education. Our mission is to empower students who are first-generation college, have a limited income, or individuals with a disability, to achieve their full academic potential. We provide comprehensive support through personalized advising, tutoring, help with financial aid and scholarship applications, transfer planning, financial literacy education, and career planning. Our commitment is to foster a nurturing and inclusive environment that cultivates academic excellence, personal growth, and lifelong success. *Participants in our program are more than twice as likely to graduate from Southwestern and nearly four times more likely to transfer to a four-year school than their peers who do not receive our services.* To be eligible for SSS, a student must be a U.S. citizen or permanent resident enrolled at Southwestern and meet *at least one* of the following criteria: neither parent has a four-year (bachelor's) degree, meet the federal low-income requirements for TRIO programs, or have a documented disability (physical or learning). For more information and to apply, visit www.socc.edu/trio.

STEP (SNAP Training & Employment Program)

541-888-7123 Tioga Hall 3rd Floor #316 A, B, F

STEP is an Oregon state grant program available at all 17 community colleges across the state, including Southwestern. STEP supports students who receive SNAP with *free*, personalized guidance, career-focused training, and financial assistance to help students build skills, reach their goals, and get through school without added stress from basic needs or other barriers.

Resource Navigation and Student Basic Needs

541-888-7462 Tioga Hall 3rd Floor #316A & B

Resource Navigation is a state-funded initiative that supports students at Oregon's public

colleges and universities by helping ensure access to essential resources. At Southwestern, this *free* and confidential service connects students with one-on-one support to access food, housing, and emergency assistance, apply for public benefits like SNAP, and navigate campus programs and community resources. Whether students are facing a short-term challenge or ongoing needs, Resource Navigators are here to help students stay focused, stable, and supported throughout their college journey.

The SPOT

541-888-7123 Open M-F Fall through Spring Terms 10am – 5pm, by appointment in summer term Empire Hall 2nd floor (207)

The SPOT is SWOCC's FREE on-campus student pantry stocked with shelf-stable and fresh food, toiletries, and other essential to help students meet their basic needs and stay focused on school.

Student Veteran's Center

Randolph Hall, (541) 888-7236
The Student Veteran's Center is a comfortable and safe area that supports our student veterans while they fulfill their educational goals. In addition to computers, furniture, appliances, and supplies, the center is very welcoming and is significant in its therapeutic offerings for veterans suffering from PTSD and other disorders. The center is located inside a quiet building, creating a perfect environment for veterans to study, relax, and reconnect with fellow veterans.

Chapter 14 – Additional Campus Services and Support

***Laker* One Stop**

(541) 888-7352; onestop@socc.edu
The Laker One Stop provides a variety of services to students: general campus information, student employment services, payments for tuition and fees, admissions and registration, transcripts, and financial aid to help with the cost of college.

Southwestern Campus Store

Stensland Hall 1st floor; (541) 888-7264;
The Southwestern Campus Store has all the books and supplies you need to start classes. The Campus Store website is the best source for current information. You may purchase textbooks online and have them shipped to you, or reserved for store pick-up.

Returns
Returns meeting ALL of the following requirements are eligible for a full refund:

- The return is made during the first two weeks of the term for which the text was purchased.
- The text you are returning is for a class that you have dropped / changed or has been cancelled (you must provide proof of schedule change).

- The text is brought to the bookstore within one business day of the drop/change/cancellation.
- Text is brought to the Campus Store with an original unaltered SWOCC Campus Store cash register receipt.
- Text MUST be in the original selling condition – New text must be in new condition, no highlighting, no writing, no damage to cover or pages, shrink-wrap/bundled/or packaged books cannot be opened or altered, access codes/CD/other materials cannot be used or opened – used text cannot be returned if damaged *Sorry, NO EXCEPTIONS

Partial refund may be given if the text has been altered, this will be decided on a case-to-case basis. Returns made for other reasons must be completed within three business days of purchase, textbooks must be in the original selling condition and accompanied by an original unaltered SWOCC Bookstore cash register receipt. These returns will be charged a 15% restocking fee. Refunds can only be processed in the same tender as the purchase.

Textbook Buyback

Sell your used textbooks for instant cash! Textbook buyback is held during finals week of each term. Check with the Campus Store Bookstore or term schedule for exact times and dates.

Mail & Print Services

Tioga Hall 1st floor; (541) 888-7381;

Mail and Print Services offers a variety of services to students. Mail Services include offering postage stamps and shipping supplies, assisting with sending packages through various carriers (ex: USPS, UPS, FedEx). For housing students, receiving and distributing incoming mail and packages. The print services we offer include printing, copying & scanning, binding, and laminating services

Dining Services

Empire Hall; (541) 888-7704;

At Southwestern Oregon Community College, everything is prepared fresh daily by our dining services staff with support from our culinary students attending the on-campus Oregon Coast Culinary Institute. We bring together expertise in culinary arts, wellness, sustainability, procurement and hospitality to develop a dining experience unique to our students.

Commuter Meal Plans

Not living in student housing but still want to eat here? We get it. The food is amazing. See below for options and plans for dining on campus–you have options:

- 55-Meal Commuter Plan ($495)
- 33-Meal Commuter Plan ($316)
- Punch Cards ($108) Buy 9 meals and get 1 FREE!
- Single Lunch Meal ($12)
- Single Dinner Meal ($15)

Financial Aid

Dellwood Hall; (541) 888-7324;
Various financial programs are available for students, including grants, scholarships, tuition waivers, student employment, and loans. Apply early; financial aid funds are often limited and awarded on a first-come, first-served basis. Refer to the College catalog and quarterly schedule for more information or visit the Student Success Center for policies, procedures and application processes.

Library

Tioga Hall 2nd floor, (541) 888-7270*;*
The library is open to students, staff, and community members, and it provides access to books, movies, online databases, and other research resources. The library is part of the Coastline public library system in Coos and Curry Counties, and materials can be ordered and returned at any location with your Coastline library card. The library offers interlibrary loan services for items unavailable locally. Laptop checkout is also available for currently enrolled students with library cards in good standing.

Student Recreation Center

(541) 888-7714
The Student Recreation Center is a fitness and recreational facility for students and community members. It offers a state-of-the-art fitness center with a wide range of cardio equipment, circuit weight machines, free weight machines, barbells, and dumbbells. The Rec Center is also home to a collegiate-sized basketball court, racquetball court, game room, climbing wall, day-use locker rooms, and more! Students can enjoy the facility for free; community guests can utilize the facility by purchasing a Community Pass at the Rec Center front desk.

Chapter 15 – Graduation

Students earning an Associate's degree or a Certificate of Completion from Southwestern Oregon Community College must submit a Graduation Application for graduation. The application for degree or certificate is available at Stensland Hall First Step or online. Official transcripts from accredited colleges and universities previously attended that apply toward a Southwestern degree or certificate must be on file with the Transcript Evaluator. All course work from other colleges will be included in the cumulative GPA regardless of applicability to current course work. The cumulative GPA, including transfer work, is used to determine eligibility for graduation honors. Final approval of the Application for a Degree or Certificate is given only after grades have been posted for the last term's work. Degrees or certificates are mailed to the students following this process and may take two to three months to receive.

Advisors are available to assist students in selecting course work that applies to the degree or certificate, but students have final responsibility for satisfying graduation requirements.

Chapter 16 – Grade Appeals

The purpose of the grade appeal process is to address concerns regarding the final grade in a class and is utilized for only that purpose. Students may not appeal disagreements with items such as teaching methodologies, attendance policies, or grade weighting methods After receiving final grades at the end of a term, students may decide to formally appeal a final grade. Students may appeal final course grades for the following reasons:[1]

- Grade miscalculation
- Inconsistency between the grading policy written in the syllabus and what is practiced If a student chooses to pursue a final grade appeal, then the process must be completed the following term.

The grade appeal process will be conducted as follows **(0-6 weeks total):**[2]

Step 1. The student must meet with the instructor to discuss the final grade in dispute. This meeting must occur **by the close of the business day on Friday of Week 2 of the subsequent term after the grade was posted**. The meeting must be in a manner that is consistent with the course syllabus (in-person, telephone, or email). Students are encouraged to attempt to communicate with the instructor using multiple means, including in person, via telephone, and via email. Students are encouraged to review the syllabus to determine how to contact the instructor.

a. If the instructor cannot be reached, the student must contact the appropriate academic dean. It is the dean's responsibility to communicate the grade in dispute with the instructor, and set up a time to mediate a discussion between student and instructor.

b. If the student misses the period of time for which to pursue a grade appeal, she/he can still meet with the instructor and see if the grade dispute can be resolved informally. However, if the deadline has passed to proceed with the formal grade appeal process, the committee will not make exceptions to hear the appeal.

Step 2. If Step 1 has been met (with the exception of 1b), and the dispute is not resolved, the student must complete the Grade Appeal Form to officially request a grade appeal hearing. This form must be completed and submitted to the appropriate academic dean **by the close of the business day on Friday of Week 3 of the subsequent term after the grade was posted**.

a. The academic dean is responsible for informing the instructor and the Academic Standards Committee of the request for a grade appeal within one business day of receiving the Grade Appeal Form.

b. The student must contact the Vice President of Instruction and Student Services to seek an advocate for the grade appeal.

c. The faculty member may request a meeting with the student to be completed **by the close of the business day on Friday of Week 4 of the subsequent term after the grade was posted**. The dean or designee shall facilitate this meeting. The Vice President of Instruction and Student Services or designee may accompany the student at the student's request. The instructor may have a representative present as well.

Commented [JA1]: Who has replaced this position in this process?

Step 3. The Academic Standards Committee will conduct a formal grade appeal hearing **by the close of the business day on Friday of Week 5 of the subsequent term after the grade was posted**

- prior to the grade appeal hearing, the student must meet with the Vice President of Instruction and Student Services for support and meeting preparation. The student must provide appropriate documentation for review.
- Prior to the grade appeal hearing, the instructor is encouraged to seek professional guidance for support and meeting preparation. The instructor must provide appropriate documentation to the Academic Standards Committee for review.

a. Meeting participants include:
- Student
- Instructor
- Program Dean
- Director of Advising and Career Services
- Academic Standards Committee members (quorum required)

b. Student presents her/his case. Instructor will not be present during student's presentation.

c. Instructor presents her/his case. Student will not be present during instructor's presentation.

d. After presentations, the Academic Standards Committee will deliberate.

Step 4. The Academic Standards Committee will reach a conclusion and provide written rationale to resolve the matter **by the close of the business day on Friday of Week 6 of the subsequent term after the grade was posted**. A completed Grade Appeal Form must be provided to the Office of Instruction and to the Registrar. The Office of Instruction must inform all parties of the decision.

Footnotes:

1. For issues outside of the reasons listed, refer to the student handbook or seek assistance from student services.
2. There is no current mechanism for handling spring term grade appeals during summer term. These grade appeals will be handled during fall term.

Grade Appeal Form

Step 1: to be completed by Student by end of Week 2

Student ID		**Student Name**	
Year & Term		**Course Number & Section**	
Course Title			
Instructor Name			
Reason for Grade Appeal	☐ Grade miscalculation ☐ Inconsistency between the grading policy written in the syllabus and what is practiced		

Communication Methods *Circle all that apply*	**Face-to-Face / Telephone / E-mail / Other _____** Attach copy of written communication		
Meeting Information	**Date:**	**Time:**	**Location:**
Meeting Outcome			
I am pursuing this grade appeal. I understand that I will present my case to the Academic Standards Committee, which is made up of College Faculty and Administrators. I will contact the Vice President of Enrollment and Student Services for help in preparing for the grade appeal hearing.			

Student Signature		**Date:**
Academic Dean Signature Signature acknowledges student grade appeal.		**Date:**
Instructor Signature Signature acknowledges student grade appeal.		**Date:**

Grade Appeal Hearing Outcome		
Committee Chair Signature		**Date:**

Communicate outcome with Student	Communicate outcome with Instructor	Communicate outcome with Academic Dean	File Paperwork with Office of Instruction	File Paperwork with Registrar
Date:	**Date:**	**Date:**	**Date:**	**Date:**

Step 2: to be completed by Student, Academic Dean, and Instructor by end of Week 3

Step 3: to be completed by Academic Standards Committee by end of Week 5

Step 4: to be completed by Office of Instruction by end of Week 6

Chapter 17- Complaint and Investigation Process

Title IX Complaint and Investigation (AP 3433 and 3434)

Southwestern Oregon Community College ("The College") encourages members of the College community to report sexual harassment. This procedure only applies to conduct defined as sexual harassment under Title IX and applicable federal regulations and that meet Title IX jurisdictional requirements. The College will respond to sexual harassment and sexual misconduct that falls outside that definition and outside the jurisdiction of the Title IX federal regulations using State law and applicable College policies and procedures. In implementing these procedures discussed below, The College will also provide supportive measures, training, and resources in compliance with State law, unless they are preempted by the Title IX regulations. Complaints can be made online through *Incident Reporting-Maxient* or by contacting Vice President of Administrative Services, Title IX Coordinator, or designee.

Student Complaint Resolution Process (AP 5530)

The College Complaint and Investigation process is set up to provide a procedure for the investigation and further handling of complaints. Any student or community member who has a complaint regarding student conduct, violation of college policy, or allege that their rights at Southwestern Oregon Community College have been violated are encouraged to follow this procedure. This includes, but is not limited to, allegations of discrimination based on race, color, religion, ethnicity, use of native language, national origin, gender, sexual orientation, gender identity, marital status, veteran status, disability, age, pregnancy, or any other status protected under applicable federal, state, or local laws.

Complaints can be made online through *Incident Reporting-Maxient.*